

SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN

www.kern.courts.ca.gov



EMPLOYMENT OPPORTUNITY

DEPUTY ATTORNEY

\$4270-\$5213, monthly approximate

Exam # 0069

CLOSING DATE: This recruitment will remain open until filled. An initial screening of applications will commence on Wednesday, May 3, 2006. Resumes will not be accepted in lieu of applications. Applications may be obtained at any court location throughout Kern County or apply online at www.kern.courts.ca.gov.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Experience & Education: Graduation from an accredited law school, active membership in the California State Bar, and one (1) year of legal experience.

Knowledge of: the principles of civil and criminal law, small claims, mediation, trial procedure, and rules of evidence; statutory and constitutional laws of the State of California; the principles, methods, materials, and practices of legal research and writing.

Skills: time management; organization; personal computer and word processing software operation; strong oral and written communication skills.

Ability to: present statements of facts and law and argue clearly and logically on behalf of the court is required.

ESSENTIAL FUNCTIONS:

- Serve as the court's small claims advisor.
- Coordinate court programs with inside and outside entities including, but not limited to, mediation and dispute resolutions programs.
- Provide legal advice regarding contract and procurement issues.
- Draft contracts and participate in negotiations related to the procurement of goods and services.
- Coordinate outside counsel retained to provide assistance to trial courts in transactions and business operations matters.
- Reviews, evaluates, and interprets new legal requirements, laws, and legislation affecting court programs, and develops procedures to carry forward changes.
- Serve as legislative liaison with the Administrative Office of the Courts.
- Perform legal research and analysis on issues related to court operations and transactions.
- Provide oral and written legal advice on issues related to court operations and transactions.
- Perform other job-related duties as assigned.

Physical Requirements/Working Conditions:

The physical demands of this primarily sedentary indoor office job are: finger/hand/arm/upper body dexterity, repetitive hand/arm movement, pushing, pulling, lifting 25 pounds, mobility (indoors and outdoors), typing, bending, stooping, squatting, reaching, and prolonged sitting. The working environment includes repetitive tasks, reliance on office machinery, interaction with the public and co-workers, and limited exposure to dust, odors, fumes, and noise. Mental functions include reading, writing/composition, math computations, problem-solving, decision-making, and multi-tasking.

APPRAISAL (Weight 100%): of training, education, experience, interest and personal fitness for the work based on any combination of the following: Investigation, written exam, oral exam, and rating of application. Only the most qualified candidates, based on submitted application materials, will be accepted. All applicants meeting the minimum qualifications are not guaranteed advancement to the interview phase of the examination. The Court does not discriminate against the disabled. Please advise the Human Resources Department if you will require special accommodation to participate in the examination.

Following an offer of employment, you will be required to submit to physical, substance abuse, and/or background screenings at Court expense.

CONTACT INFORMATION:

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The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process guarantees appointment to Court vacancies.

Please note: This job bulletin is not a complete job description.

MRM: 04/18/06
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